

City of Jackson Request for Proposals

Waste Tire Recycling Services City of Jackson, Mississippi

August 2016



City of Jackson
Department of Public Works

Jerriot Smash, Director

SECTION 1 INTRODUCTION

1.1 Purpose of the Proposal

City of Jackson (the “City”), is seeking proposals from interested and qualified companies or professionals to provide waste tire recycling services (the “Services”). This Request for Proposal (“RFP”) is being released to invite interested and qualified companies or professionals to prepare and submit proposals in accordance with instructions provided where the successful candidate(s) will be selected and invited to enter into a contractual relationship with the City for the Services outlined in this RFP. In this RFP, the terms proposer and contractor are used interchangeably unless the context indicates otherwise.

1.2 Background

The current agreement for Waste Tire Recycling is with Mississippi Tire Recycling, LLC. The agreement expires November 30, 2016. The following chart provides the tonnage of waste tires and number of tires collected in 2015:

	Tonnage	# of Tires
January	19.32	1639
February	19.39	1564
March	18.6	1294
April	18.79	1493
May	17.59	1399
June	40.68	3174
July	6.79	565
August	6.77	438
September	42.53	3535
October	26.45	2204
November	21.67	1710
December	11.02	918
Total Tire Tons	249.6	19,933

City of Jackson receives approximately 300 - 375 waste tires per week with an approximate count of 10 to 14 tons of waste tires per month. State Legislature passed the Mississippi Waste Tire Law Mississippi Code Ann. Section 17-17-401, et seq., as amended, and the State of Mississippi Waste Tire Transportation and Management Regulations. The Contractor shall commit contractually to provide the specific services in accordance with requirements from the State of Mississippi and the City.

The City of Jackson Solid Waste facility is manned with Landfill Attendants on duty to monitor access to the tire collection point. The attendants will record information about the number of tires and their source. (The conversion factor, as established by the Mississippi Department of Environmental Quality is as follows: car tires - 100 tires/ton; semi-truck tires - 25 tires/ton.) The collection area at the Byram facility will be designated by the City. The Contractor shall monitor the collection area in a timely manner so as to prevent it from becoming a nuisance or hindering the receipt of tires. The City is prohibited from having more than 5,000 tires accumulated at the site. No waste/used tires shall remain on the site for a period exceeding thirty (30) days after arrival at the site. The Contractor shall schedule collections from the site in a timely manner so that at no time are these requirements violated.

1.3 Triple Bottom Line (3BL)

Sustainability, the cornerstone of **Triple Bottom Line (3BL)**, is an accountability framework representing the three pillars of sustainability: Social, Economic and Environmental. It is the City's intent to use this framework as a way to measure the effectiveness of in ways that matter most to stakeholders. Establishing 3BL outcomes for this program suggests that making investments in sustainable infrastructure improvements not only repairs physical infrastructure assets, but also achieves the following benefits: **Social: Quality of Life Improvements; Economic: Creating a Stable Economic Base; and environmental: Resilience, Vibrancy and Compliance.**

1.4 Use of Subcontractors

It is understood that the primary supplier responding to this request for proposal may not have the capacity to undertake all the tasks outlined and in order to fulfill the EBO requirements, a subcontractor may be needed. The successful candidate may develop agreements with subcontractors in order to provide and manage the full scope of services requested by the City. If one or more subcontractors are to be used, the subcontractor must be clearly identified and noted in the proposal when it is submitted. The City must approve any change in the use of subcontractors in advance and in writing. No such approval will be construed as making the City a party to such subcontract, or subjecting the City to liability of any kind to any subcontractor. No subcontractor will under any circumstances relieve the Service Provider of its liability and obligation under any resulting contract. Subcontractors are subject to the same contractual conditions as the Service Provider including all federal, state, and local regulations and ordinances.

1.5 Disclaimer

The City and its advisors have, to the best of their knowledge, represented information and data that are current and applicable to this contract. The City is providing the information contained herein as a courtesy to the Service Provider. The City and its advisors neither guarantee nor warranty that the information contained in this RFP or referenced documents is accurate and complete. The City and its advisors are not and will not be liable for omissions or errors contained in this RFP. It is the Service Provider's responsibility to use this information and verify the same during the proposal, negotiation, and contract implementation periods through its own due diligence.

2. INSTRUCTIONS TO PROPOSERS

2.1 GENERAL

One (1) bound original and five (5) bound copies of the proposal, labeled accordingly and including the required EBO Plan, as well as one unbound signed original EBO Plan, shall be submitted in a sealed envelope or box marked **"Proposal for Waste Tire Recycling Services"**. The original and copies of the proposal shall be indexed with tabs as requested in **Section 2.6 Proposal Contents**.

All proposals must be received no later than **3:30 p.m. Central Standard Time, on September 27, 2016** to the Office of the City Clerk. All documents should be to the attention of:

City Clerk's Office
Attn: Alice Montgomery, Interim Solid Waste Manager
City of Jackson
219 South President Street
Jackson, MS 39201

The City intends to use responses to this RFP to shortlist qualified Service Providers for oral presentations before the City's evaluation panel.

2.2 QUALIFICATION WITHDRAWAL PROCEDURE

RFPs may be withdrawn up until the date and time set above for opening of RFPs. Any RFP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to provide the services set forth in the RFP or until one of the RFPs has been accepted and a contract has been executed between the City and the successful RFP.

2.3 RESERVATION OF CITY RIGHTS

- A. **Award of professional services contracts for this project is subject to the availability of funding.**
- B. The City reserves the right to request clarification of information submitted and to request additional information of one (1) or more RFPs.
- C. The City reserves the right to negotiate the Agreement/Contract for the project with the next most qualified finalist if the successful finalist does not agree to the terms of an Agreement/Contract after submission of an Agreement to such proposer. The City reserves the right to negotiate all elements of work that comprise the selected RFP.
- D. The City reserves the right, after opening the RFPs, or at any other point during the selection process, to reject any or all RFPs, modify or postpone the proposed project, evaluate any alternatives offered, or accept the RFP that, in the City's sole judgment, is in its best interest.
- E. The City reserves the right to terminate the Agreement/Contract if the Consultant Service Provider fails to begin to perform the work described herein within ten (10) days after the City giving the Consultant/ Service Provider a written notice to proceed.

2.4 PRE-PROPOSAL CONFERENCE AND NETWORKING SESSION

A pre-proposal conference will be held on **September 21, 2016 at 3:30 PM** in the Andrew Jackson Conference Room of the Warren Hood Building, 200 South President Street, Jackson, Mississippi 39201

2.5 REQUESTS FOR INFORMATION

The City specifically requests that any contact concerning this RFP be made exclusively with the **Interim Solid Waste Manager Alice Montgomery at amontgomery@jacksonms.gov**. Failure to honor this request will be negatively viewed in the selection process. Any questions related to this solicitation are to be submitted in writing by **September 22, 2016 at 12:00 PM, CST** to receive a response by **September 26, 2016**. Responses to all questions received will be issued in the form of an Addendum to this RFP which will only be provided to pre-proposal conference attendees.

2.6 PROPOSAL CONTENT

The Proposer must provide documentation of water tire management and recycling experience.

2.6.1 TECHNICAL PROPOSAL:

- Provide proof of a minimum of two (2) years of experience in waste tire recycling.
- Provide sufficient, competent and skilled staff, with experience in performing the Services
- Proposers should provide a properly permitted collection/transfer facility for the public to deliver waste tires. The City has final approval on the site.
- Proposers should submit a description of the collection, labor required, state regulations, and all other factors, local and otherwise, which would, affect prosecution and completion of the work covered by this proposal.
- Provide a plan that would detail how to minimize the environmental impact resulting in the reuse of the waste tires
- Proposers should provide a list of equipment that will be used during the collection process including all fire prevention, safety, personal protective equipment and other supplies or equipment.
- Proposers should describe procedures to minimize the risk of injury to protect workers and participants at the City of Jackson Rubbish Site.
- Proposers should provide a description of methods used for waste tire recycling and provide information regarding the parts of the tire that may not be recyclable.
- Proposers should provide a description of training to be provided to City personnel.
- Proposers should provide a list of all transporters and the recycling/disposal facilities which may be used in the performance of this collection program.
- Proposers should provide documentation of required insurance coverage.
- Proposers shall be responsible for all applicable licenses in the state of MS to transport waste tires. They shall meet all standards applicable to transporters of hazardous waste found in local, state, or federal regulations.
- Proposers should provide documentation of waste tire management, analysis, collection, treatment, disposal, recycling, and transportation.

2.6.2 COST PROPOSAL

Please note: Proposers must propose on all five tire collection services. The proposer prices are for all types of tires, including those with rims.

1. Providing for the collection, removal, transportation, disposal, and recycling of

tires from the City's Solid Waste Facility in Byram, I-55 South Frontage Road, once every thirty (30) days or within forty-eight (48) hours of a request by the Solid Waste Division for a pick-up;

Per Ton Price_____ (\$_____)

- 2. Supplying a collection trailer as requested for periodic one day (usually a Saturday) "Used Tire Collection Day" and also the transporting, disposal and recycling of the tires from this event (2-3 times a year);

Per Ton Price_____ (\$_____)

- 3. Removing, transporting, disposing of, and recycling of tires from selected waste tire abatement sites or from designated locations (50 or more tires) upon direction from the Solid Waste Division (approximately 10 times a year);

Per Ton Price_____ (\$_____)

- 4. Providing disposal and recycling services for tires brought to the Contractor by the Solid Waste Division; and

Per Ton Price_____ (\$_____)

- 5. Removing, transporting, disposing of, and recycling of an estimated number of tires from City facilities upon City notification to Contractor.

Per Ton Price_____ (\$_____).

Add cost for the pilot program (section 3.1.3)

SECTION 3. SCOPE OF WORK

3.1 GENERAL INFORMATION

The Contractor shall be responsible for locating and contracting with a recycling facility or facilities. The facility or facilities may or may not be owned and operated by the Contractor. The Contractor shall inform the City of the recycling facility or facilities to be used and provide documentation of the applicable Waste Tire Recycling Processing Facility Permit or Authorization. Special consideration will be given to any proposal that accomplishes a recycling goal for waste tires. The Contractor shall provide the City with a copy of each tire hauling manifest form within seven (7) working days of hauling the tires from the site to a recycling processing or (if needed) disposal facility.

3.1.1 ESTIMATED VOLUME OF INCOMING TIRES

Waste Tire Collection Sites	Number Tons per Month	
	Passenger & Light Truck	Heavy Duty Truck tires
City of Jackson Class I Rubbish Facility	156.51	
City of Jackson Fire Garage	12.72	6

These listed quantities in this Exhibit are estimates only and do not constitute guaranteed tonnages. The Contractor agrees to faithfully perform and complete the work contemplated by this contract within the requested time schedule from the date of issuance by the City of any instructions and strictly in accordance with said plans and specifications and other contract documents and requirements of the City.

The Contractor shall comply with all local, state and federal laws and regulations pertaining to the contract work.

The City agrees to pay and the Contractor agrees to accept the unit prices set forth in the bid documents as full compensation for the performance of all work contemplated under this Contract, as well as all losses or damages, if any, arising out of the nature of this work, and any and all other unforeseen difficulties that may be encountered in the prosecution of the same, the Contractor assuming all risks of every kind and description in the performance of this Contract.

The CONTRACTOR agrees to make good faith efforts to meet the goals of this agreement by making available opportunities for MBEs (AABEs, HBEs, and ABEs) and FBEs for utilization in the work set forth.

The Contractor shall remove, transport, process, dispose of, and recycle the tires in accordance with the Mississippi Waste Tire Law - Mississippi Code Ann. Section 17-17-401, et seq., as amended, and the State of Mississippi Waste Tire Transportation and Management Regulations.

3.1.2 The Contractor shall provide a permitted collection/transfer facility, as follows:

1. Provide a properly permitted collection/transfer facility for the public to deliver waste tires. The City has final approval on the site.
2. The Contractor shall comply with the hours of operation to be determined by the City.
3. Provide proper shelter for operation staff.
4. Provide adequate staff for supervising the facility.
5. List positions and responsibilities of staff.
6. The waste tires must be removed from the collection/transfer facility within forty-eight (48) hours.
7. Adhere to the procedures of the State of Mississippi Department of Environmental Quality (MDEQ). The City shall inform the selected Contractor of the City's expectations of adherence.
8. Provide ability to collect all the City's whole wastes tires at the facility and provide verified documentation and written proof to the satisfaction of the City.
9. The Contractor cannot otherwise dispose of, or temporarily or permanently store at any location

other than the designated collection/transferring facility, any waste tires collected without prior written permission from the City.

3.1.3 Pilot Program for Rubberized Asphalt

Demonstrating the effectiveness of rubberized asphalt technologies and evaluating the performance of the asphalt overlays in comparison to other methods of resurfacing is one of the Public Works Department's goals. In addition to its value in rehabilitating existing pavements and recycling of waste tires, we would like to demonstrate the benefits of the rubberized asphalt, such as reducing traffic noise at the tire/pavement interface. The life cycle costs of paving materials containing asphalt rubber binders will be evaluated.

The Contractor will provide "crumb rubber", which will be added to asphalt cement. The test section will consist of approximately 1,000 tons of 2-inch asphalt overlay placed in the same single lane of the roadway. This section of roadway and the nature, temperature, and viscosity of the asphalt will be monitored.

3.2 TERM

The term of this contract will be for three (3) years with an option of two (2) one (1) year extensions at the option of the City. The contract will automatically extend after the third year contract term expires unless the City notifies the Contractor of its intent to terminate this contract within 30 days of the beginning of the contract extension. The second option will automatically begin after the end of the first extension term under the same conditions.

3.3 INSURANCE

The Contractor will be required to carry the types and amounts of insurance named in the Contract Documents for the full life of the contract with the City of Jackson listed as an additional insured with minimum limits.

SECTION 4 PROPOSAL EVALUATION CRITERIA

4.1 REVIEW COMMITTEE

A review committee consisting of individuals selected by the City will receive and review all proposals submitted. The City, in its sole judgment, will decide if a proposal is viable.

4.2 EVALUATION SCHEDULE

RFP Released for Advertisement	August 25, 2016
Pre-Proposal Conference	September 21, 2016
Proposals Due	September 27, 2016
Oral Presentations	October 12, 2016
Final Selection	October 19, 2016

4.3 PROPOSAL EVALUATION FACTORS

It is the City intent to evaluate the proposals based on technical merit and price and to choose the Service Provider whose proposal provides the best value to the City. The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the City opinion, such rejection is in the best interests of the City.

4.3.1 Selection Criteria

Selection of Consultant/ Service Provider for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

- A. Service Provider's ability to implement waste management methods that include recycling and reuse, and conversion **(20%)**
- B. Service Provider's experience, qualifications and references as demonstrated in similar engagements **(15%)**
- C. Service Provider compliance with federal and state policies **(20%)**
- D. EBO Plan and commitment to exceeding MBE and FBE participation goals **(10%)**
- E. Cost proposal **(35%)**

4.3.2 Oral Presentations

Following the evaluation of the proposals, the City's Evaluation Team may request the top ranking firms(s) to make an oral presentation and/or be interviewed. If a determination is made that presentations are necessary, the requested Service Providers will be contacted to arrange a mutually acceptable date and time that will be promulgated by the Contract Administrator.

4.3.3 Negotiations

Following any presentations, the finalist(s) shall be re-evaluated. Should it become necessary, the Contract Administrator shall negotiate with the Service Provider whose proposal is determined to be most advantageous to the City. If negotiations with the highest ranking Service Provider fail, negotiations shall be initiated with the next highest ranking Service Provider, and so on, until an agreement is reached. The City reserves the right to reject all offers and end the process without executing a contract.

SECTION 5 – EQUAL BUSINESS OPPORTUNITY

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order No. 2014 – 3, each contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity Plan with bid submission.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or proposer from being awarded an eligible contract.

5.1 Transparency with Subcontractors

Every proposer must adhere to the requirements of the Ordinance of the City Council of Jackson, Mississippi Increasing Transparency with Subcontractors, Minute Book 6J, Page 85 (April 19, 2016).

5.1.1 As a pre-condition to selection, each proposer must submit a sworn affidavit which details each person with an ownership interest in the contract; whether a conflict of interest exists between any owner and public official or fiduciary; and a list of all subcontractors, the amount of work to be contracted, amount that will be paid to the subcontractor, and the pay schedule of subcontractors.

5.1.2. Monthly reports demonstrating the scope of work, services performed and payments to each subcontractor should be submitted by the awarded prime contractor to both the Equal Business Opportunities (EBO) Manager and Office of the City Clerk.

5.1.3 Before modification of any subcontractor performing work, the prime contractor must submit a letter to the Equal Business Opportunities (EBO) Manager illustrating probable cause and await approval or rejection in five (5) business days.

5.1.4 Once the prime contractor receives payment from the City, the prime contractor shall have five (5) business days to pay all subcontractors.